



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ELECTION ADMINISTRATOR DEPUTY CHIEF

Job Number: 20001866

Job Code: 96920V150816

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 04/01/1995

Job Revised: 02/24/2006

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the chief deputy election administrator for the Secretary of State in the drafting, planning and implementation of all election training, education and other statutory and regulatory election requirements; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of administrative or management experience in elections which can include but not be limited to: experience in voter registration, candidate filings and certification, election official training and interpreting and administering election statutes and administrative regulations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Administrative or management experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises, directs and coordinates staff members in the conduction of election procedures. Represents the Secretary of State before the General Assembly's Elections and Constitutional Amendment Committee, the Kentucky County Clerk's Association and other related groups. Advises and assists county clerks on a daily basis. Assists the Federal Election Commission by preparing and providing statistical data on elections. Provides election information to candidates and campaign staffs. Designs and constructs all candidate filing forms to conform with the State Board of Election's requirements. Provides information to news media on all aspects of elections. Gives technical testimony in election matters in local, state and federal courts as necessary. Provides information regarding ballot accessibility in Kentucky. Coordinates and develops the Voter Slogan and Essay Contest for all Kentucky High Schools. Receives, reviews for statutory conformity and files candidate notification and declarations. Prepares candidate certifications and vote total certifications. Drafts and oversees implementation of administration regulations for the election program. Acts as the liaison between state, federal, and county government officials and with school system officials in election matters including eligibility and registration of persons affected by the federal motor voter program. Develops training manuals and directs the election training program for state and local government officials. Interprets departmental policy to election officials and the general public. Assures the timely compilation, preparation and issuance of all election reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.